

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Maintenance I

**Supervisor:** Operations Administrators

**FLSA Status:** Non-Exempt

**Employee Group:** Custodial/Property Services

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## Qualifications:

1. High School diploma or equivalent
2. Must be physically able to perform efficiently the duties of the positions, with or without accommodations
3. Ability to work independently
4. Must possess a valid Illinois driver's license

## Terms of Employment:

- Twelve (12) month contract
- 8 hours/day

## Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

## Duties:

1. Complete work requests submitted by district buildings.
2. Interpret instructions, read blueprints.
3. Work varied shifts as scheduled.
4. Maintain a clean, safe and well-organized working environment.
5. Recognize maintenance needs of the buildings and take initiative to undertake the task without specific directions from the administration.
6. Address issues concerning building maintenance equipment.
7. Address issues concerning boilers, pumps, and other related equipment.
8. Address issues concerning buildings' mechanical systems.
9. Address issues concerning electrical equipment.
10. Address issues concerning HVAC systems.
11. Address issues concerning plumbing equipment.
12. Address issues concerning carpentry and painting.
13. Keep current with best practices and requirements as they relate to your job assignment.

14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.